

A GUIDE TO CAMPAIGN DISCLOSURE



**STATE BOARD OF ELECTIONS
STATE OF ILLINOIS**

TABLE OF CONTENTS

I	INTRODUCTION	3
II	WHO IS COVERED BY THE ACT?	3
	WHO IS NOT COVERED BY THE ACT?	
	NOTICE OF OBLIGATION	
	WHERE WILL I FILE MY REPORTS?	
III	FORMING A COMMITTEE	5
	SPONSORING ENTITY	
	DISCLOSURE IN POLITICAL COMMUNICATIONS	
	SOLICITATION OF FUNDS	
	FUNDRAISING RESTRICTIONS	
	FILING THE STATEMENT OF ORGANIZATION	
IV	FILING CAMPAIGN DISCLOSURE REPORTS.....	11
	WHAT TYPES OF REPORTS ARE REQUIRED?	
	ELECTRONIC FILING	
	ITEMIZED VS. NON-ITEMIZED	
	DATE OF RECEIPT	
V	D-2 REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES	15
	SEMI-ANNUAL REPORTS	
	PRE-ELECTION REPORTS	
	SCHEDULE A-1	
	FINAL REPORTS	
	SUPPORTING SCHEDULES	
VI	SUGGESTED RECORD KEEPING SYSTEM	30
	RECEIPT CARD FILE	
	EXPENDITURE CARD FILE	
VII	MISCELLANEOUS.....	32
	RAFFLES	
	PUBLIC INFORMATION	
	COMPLAINT PROCESS	
	FEDERAL PROHIBITIONS	
	FAIR CAMPAIGN PRACTICES ACT	
	AGENCY REVIEW	
	PENALTIES	
	IN-KIND NOTIFICATION FORM	
VIII	REPORTING FORMS WITH SAMPLES	35

I INTRODUCTION

Review all sections of this instructional guide. It is important that you familiarize yourself with the information before you complete any required statements or reports described in this guide.

Although Illinois Campaign Disclosure law does not place amount limits on political contributions, there are many requirements for reporting these contributions. This guide explains the obligations of political committees under the Illinois Campaign Disclosure Act (P.A. 78-1183, effective September 3, 1974). Political action committees, candidates holding or seeking elective office, as well as groups supporting or opposing candidates or referendums will find this guide a useful reference tool.

If you have any questions that are left unanswered by this guide, do not hesitate to seek assistance from the State Board of Elections, Campaign Disclosure Division, at either our principal office located at 1020 South Spring Street, Springfield, Illinois, 62704, (217) 782-4141, or our branch office located at 100 West Randolph, Suite 14-100, Chicago, Illinois, 60601, (312) 814-6440. You may also refer to the State Board of Elections web site at www.elections.il.gov. Problems can be avoided with early advice and use of the instructional materials available to you. All calls are strictly confidential.

Candidates for federal offices and committees active on the federal level should contact the Federal Election Commission at 1-800-424-9530, or write to 999 E. Street, N.W., Washington, D.C. 20463. You may also refer to the Federal Election Commission website at www.fec.gov.

II WHO IS COVERED BY THE ACT?

The Illinois Campaign Disclosure Act applies to candidates, individuals, groups of persons or any organizations, political or otherwise, who: have accepted contributions or made expenditures in excess of \$3,000 within a 12-month period, in support of or in opposition to (1) a candidate or candidates for public office, or election as ward or township committeeman in Cook County, or (2) any question of public policy to be submitted to the voters; or who have received or made expenditures in excess of \$3,000 within a 12-month period for electioneering communication -- defined essentially as any form of communication or advertising that refers to a clearly identified candidate, political party, or question of public policy made within the 60-days before a general or consolidated election or 30-days before a primary election. (This applies regardless of whether the candidate, committee or party in question has knowledge of or has consented to the electioneering communication. However, it does not apply to communications exclusively between a labor union or a Section 501(c)(6) organization and its members) Once the threshold has been reached, the Act requires that the committee file campaign disclosure documents with the State Board of Elections and, if applicable, the County Clerk.

Some nonprofit organizations are also required to submit financial reports to the State Board of Elections. A nonprofit organization (except for a labor union) is required to submit the same disclosure reports using the same forms on the same reporting schedule as any political committee if it accepts contributions or makes expenditures in excess of \$5000 within a 12-month period (1) on behalf of or in

opposition to public officials, candidates or questions of public policy or (2) for electioneering communication.

Records of financial transactions must be maintained from the beginning of the campaign in order to determine when the filing threshold has been reached. A contribution is cash, loans or anything of value received in connection with an election or for political purposes. Goods or services provided to the campaign or purchased on behalf of the campaign must be reported as in-kind contributions. Procedures for disclosing such contributions will be discussed later in this booklet.

A candidate's personal contributions or loans to his campaign must also be disclosed and considered when determining if or when the threshold has been reached.

Who is Not Covered by the Act?

Individuals running for federal office.

Individuals running for party office, except for candidates for ward or township committeeman in Cook County.

Corporations, associations, labor unions, or individuals who make political donations strictly from corporate profits, union treasury, or personal income. If an individual, corporation or labor union solicits funds to support or oppose a candidate or question of public policy, they are covered by the Act.

Notice of Obligation

At the time of filing, a candidate who files nomination papers in person will receive a notice of his obligation to file campaign disclosure reports under the Campaign Finance Act. If the candidate files petitions by mail or if someone files the papers on behalf of the candidate, the notice of obligation will be sent to the candidate within two business days.

Where will I file my Reports?

All candidates for public office are required to file a Statement of Economic Interest with either the Secretary of State or the County Clerk. A candidate filing a Statement of Economic Interest with the Secretary of State, and any group(s) supporting or opposing such candidate, will file all required disclosure documents with the Illinois State Board of Elections (State Political Committee). A candidate filing a Statement of Economic Interest with the office of the County Clerk, and any group(s) supporting or opposing such candidate, will file all original documents with the Illinois State Board of Elections and a duplicate copy with the office of the County Clerk (Local Political Committee). A candidate for ward or township committeeman in Cook County and any group supporting or opposing such candidate will file all original documents with the Illinois State Board of Elections and a duplicate copy with the office of the county clerk (Local Political Committee).

An individual or group of individuals supporting or opposing a question of public policy to be submitted to the voters in more than one county will file all required documents with the Illinois State Board of Elections. A question of public policy submitted to the voters in one county would require that all original documents be filed with the Illinois State Board of Elections and a duplicate copy with the office of the County Clerk.

If a committee qualifies as a political committee in Illinois and is also required to file reports with the Federal Election Commission (Federal Political Committee), it may exercise what is called the “federal filing option”. A committee that exercises this option is only required to file a Statement of Organization (D-1) with the State Board of Elections, and indicate on that form (in Part 6) that they will be using the federal filing option. Thereafter, the committee would only file the required federal reports with the FEC.

III FORMING A COMMITTEE

The law requires that every political committee have a chairman and a treasurer. The same person, including the candidate, may hold both positions. No expenditure can be made without the authorization of the chairman or treasurer. For this reason, financial transactions of the political committee cannot take place when a vacancy occurs in the office of either the chairman or the treasurer. Any change in the office of chairman or treasurer must be reported to the Board within ten days. Rules dealing with the resignation, replacement or death of a committee treasurer can be found in Section 100.40 of the State Board of Elections Rules and Regulations.

The treasurer of a political committee is responsible for keeping detailed accounts, records, bills and receipts that will verify all information shown on official reports. The treasurer must maintain: (1) records that reflect total contributions received and total expenditures made by the political committee, and (2) internal records reflecting the full name, mailing address, date and amount of every donation received and expenditure made by the political committee in excess of \$20.00. The treasurer must maintain proof of payment for all expenditures, i.e., canceled checks, receipts, vouchers.

The treasurer of a political committee should advise all campaign workers soliciting funds on behalf of the committee that a detailed record of monies collected must be maintained so that accurate reports can be filed. A detailed record of all funds collected by campaign workers must be submitted to the treasurer upon demand or within five days. The treasurer must also inform all individuals participating in the fund raising activities of the political committee that (1) anonymous contributions are prohibited, (2) contributions in the name of another person are prohibited, and (3) the use of public funds for political purposes is prohibited.

The treasurer of a political committee should also be aware of possible additional reporting requirements with the Internal Revenue Service. Political organizations and committees may need to file special forms with the IRS, such as Forms 8871, 8872, 990 and 1120-POL. Complete information about IRS requirements is available by calling the IRS at 877-829-5500, or by visiting the IRS website at www.irs.gov.

Opening a separate segregated bank account is suggested when forming a political committee.

The commingling of campaign funds with any personal funds of officers, members or associates of a political committee is prohibited. It is also recommended that, in addition to the treasurer, the candidate be a signatory for a candidate-related committee's bank account. This helps ensure the candidate will always have access to the committee bank records, even if the chairman or treasurer is replaced. When opening a campaign account, the financial institution chosen by the committee may request an employer identification number issued by the Internal Revenue Service. This procedure eliminates the use of an individual's social security number attached to a campaign account that may result in a personal tax liability. To obtain an application for an employer identification number (Form SS-4) or for assistance, contact the IRS (800/829-4933).

All records related to the financial activity of a political committee must be preserved for two years.

Sponsoring Entity

In some cases the name of a political committee must include its sponsoring entity. A sponsoring entity is any person, committee or group contributing at least 33% of the total funding of the political committee. A political committee that includes the name of the candidate supported by the committee, the name of an established political party, or the name of a new political party in its name, does not have to include the name of a sponsoring entity. Additionally, a political committee is not considered to be a sponsoring entity if it is organized by an established political party, a partisan caucus of the General Assembly, or the leaders of the Illinois House or Senate.

Disclosure in Political Communications

Any committee that makes an expenditure for any kind of communication directed at voters and mentioning the name of a candidate in the next upcoming election must ensure that the communication clearly identifies the committee as having paid for it. This applies to any committee that pays for any part of an advertisement, including its production and distribution. This disclosure is not required if the item is too small to contain it. The disclosure is also not required for telephone surveys that use random sampling or other scientific survey methods to gauge public opinion about a candidate or public policy question. Vendors who produce political communications are also required to keep records of the name and address of the person who made or requested the purchase and the amount paid.

Solicitation of Funds

During the course of the campaign, activities may be planned to raise funds for the committee. If the campaign solicits funds through ticket sales, literature, broadcast media, the Internet or other forms of political advertisement, the law requires that the following notice appear:

(State Political Committee) "A copy of our report filed with the State Board of Elections is (or will be) available for purchase from the State Board of Elections, Springfield, Illinois."

(Local Political Committee) "A copy of our report filed with the County Clerk is (or will be) available

for purchase from the County Clerk (County Clerk's address), Illinois."

(State/Local Political Committee) "A copy of our report filed with the State Board of Elections and the County Clerk is (or will be) available for purchase from the State Board of Elections, Springfield, Illinois, and from the County Clerk (County Clerk's address), Illinois."

This requirement applies only to fundraising solicitations.

A political committee may not solicit or accept contributions or make expenditures on behalf of a candidate without that candidate's written authorization. If the authorization is not given, the political committee must include a statement on all such campaign materials indicating that it is not authorized by the candidate and that the candidate is not responsible for the committee's activities.

Fundraising Restrictions

Constitutional office-holders or candidates, members of the General Assembly or candidates, a political caucus of the General Assembly, or a political committee on behalf of any of the above, may not hold a fundraising function in Sangamon County on any day the legislature is actually in session. This ban runs each year from February 1 through the later of the adjournment dates of either house of the spring session, and during the entire fall veto session.

Members of or candidates for the General Assembly whose districts are located entirely within Sangamon County are exempt from this limitation, but only between June 1 and the first day of the fall veto session.

No candidate, public official, state employee, or agent of any political organization may intentionally solicit, accept or offer contributions on State property. The only exception to this is if it occurs in a portion of a building that has been rented or leased from the state by a private person or entity.

Certain state and local government employees are barred from knowingly soliciting or receiving political contributions from a person engaged in a business activity over which the employee has regulatory authority. This ban applies to salaried employees of State executive branch constitutional offices and employees of chief executive officers of counties, townships or municipalities.

FILING THE STATEMENT OF ORGANIZATION (Form D-1)

Once it has been determined that your campaign has exceeded \$3,000 in either contributions or expenditures (including electioneering communication), it must file a Statement of Organization (Form D-1) with the State Board of Elections within ten working days. If a committee forms within the 30 days prior to an election, the Statement of Organization must be filed within five business days. Failure to file or late filing of a Statement of Organization will result in the committee being assessed a civil penalty by the Board.

When preparing the Statement of Organization, it is important to remember that all official documents will be sent to that mailing address. Many individuals feel that since the treasurer is the person responsible for complying with the law, official forms should be mailed to his attention -- preferably at his residence. For this reason, it is recommended that the address of the treasurer be used for the committee's address. Mailing official notices directly to the treasurer of the political committee can also eliminate possible time lags.

The Statement of Organization (Form D-1) consists of ten sections that request information concerning the structure and purpose of a political committee as follows:

Section 1 DATE COMMITTEE CREATED

A political committee's "date of creation" is the date the \$3,000 threshold is exceeded. As an example, an organization that receives a contribution on September 1st that places it over the \$3,000 threshold would have an official date of creation of September 1st. In-kind contributions and any funds expended by a candidate are included in determining the threshold.

Section 2 AMOUNT OF FUNDS AVAILABLE FOR CAMPAIGN EXPENDITURES AS OF THE DATE THE COMMITTEE WAS CREATED

This amount ***cannot exceed \$3,000***. Why? A political committee does not have any filing obligations until it exceeds \$3,000. The requirements to disclose contributors and committee expenses take effect once the committee has accepted contributions or made expenditures in excess of \$3,000. The contribution or expenditure that places the campaign committee over the threshold is the first item reported. For this reason, a political committee's available funds at the date of creation generally cannot exceed \$3,000.

EXAMPLES:

A campaign committee has raised \$2,800.00 and expended \$600.00 as of August 28th. The campaign committee's bank account indicates a balance of \$2,200.00. On September 1st, the campaign committee receives a \$250.00 contribution from Mr. John Doe. The campaign committee now has exceeded \$3,000, and must file a Statement of Organization (Form D-1) within ten days. Because Mr. Doe's contribution qualified the campaign committee, the disclosure requirement of the law would apply to his donation. For reporting purposes, the committee would report on the Statement of Organization, Section 2, \$2,200.00 of funds available for campaign expenditures, and disclose Mr. Doe's \$250.00 donation on the next required report. In reality, the committee has \$2,450.00 (\$2,200.00 bank balance + \$250.00 Mr. Doe's contribution) of funds available for campaign expenditures as of the date of creation.

A candidate for public office loans his campaign committee \$4,000 for start-up funding on September 1st. The campaign committee now has exceeded \$3,000 and must file a Statement of Organization (Form D-1) within ten days. Because the candidate's loan qualified the campaign committee, the disclosure requirements of the law would apply to his contribution. For reporting purposes, the

committee would report on the Statement of Organization, Section 2, \$0.00 funds available for campaign expenditures, and disclose the candidate's \$4,000 loan on the next required report. In reality, the committee has \$4,000 of funds available for campaign expenditures as of the date of creation.

If questions arise concerning the funds available figure, please contact the staff of the Campaign Disclosure Division.

Section 3 NEW COMMITTEE/AMENDMENT

If you are creating a political committee for the first time, indicate this status by placing an "X" in the box marked "NEW COMMITTEE."

If you are amending a previously filed Statement of Organization due to changes, i.e., mailing address, change in officers, etc., place an "X" in the box marked "AMENDMENT." Aside from the name and mailing address of the political committee, when filing an amended Statement of Organization, it is only necessary to complete those sections that have changed. Any change of information contained in a Statement of Organization must be reported to the Illinois State Board of Elections, and, if applicable, County Clerk, within ten days (or within five days in the 30-days before an election).

Section 4 POLITICAL COMMITTEE AREA OF ACTIVITY, SCOPE AND PARTY AFFILIATION

Are you a State, Local, or State/Local Political Committee?

A candidate filing a Statement of Economic Interest with the Secretary of State, and any group(s) supporting or opposing such candidate, or any individual or group of individuals supporting or opposing a question of public policy submitted to the voters in more than one county, would qualify as a State Political Committee.

A candidate filing a Statement of Economic Interest with the County Clerk, a candidate(s) for ward or township committeeman in Cook County, and any group(s) supporting or opposing such candidate, or any individual or group of individuals supporting or opposing a question of public policy submitted to the voters in only one county, would qualify as a Local Political Committee.

Committees supporting both of the above qualify as a State and Local Political Committee. Many county central committees fall into this category, because they tend to support candidates who file Statements of Economic Interest with the Secretary of State and the County Clerk.

Section 5 PURPOSE OF THE POLITICAL COMMITTEE

A statement should be made indicating the intent of the political committee. This statement may be simple or detailed. For example, a candidate-related committee may use a basic statement such as: "To support the candidacy of (candidate).", or a more general statement such as: "To support candidates who share the ideology of our organization."

Federal political committees making use of the federal filing option should indicate that intention here. The following statement is recommended: "Campaign financing reports will be filed pursuant to Section 100.60, Campaign Financing Regulations, State Board of Elections."

Section 6 CANDIDATE(S) THE COMMITTEE IS SUPPORTING OR OPPOSING

For a single candidate-related political committee, this section does not present a problem – simply list the candidate information here. If the political committee has been created to support or oppose a slate of candidates, it is necessary to list each candidate that the political committee will be supporting or opposing. If space does not allow for this, an additional sheet may be attached.

If the political committee has been created as a PAC (political action committee), its support of specific candidates can change during an election cycle. It is recommended that such political committees simply insert a statement to the effect, "To be determined by the political committee." Party committees tend to face the same situation. It is recommended that such committees simply make a statement to the effect, "To support Democratic (or) Republican candidates," whichever applies.

Section 7 REQUIRED COMMITTEE OFFICERS

The law requires that every political committee have a chairman and treasurer. The same person can hold both positions. In most cases, a candidate may hold both positions, although judicial candidates are prohibited from holding an office in a political organization and should therefore review Canon 67 of the Code of Judicial Conduct.

It is important to provide accurate mailing addresses and telephone numbers for committee officers.

Section 8 CUSTODIAN OF THE COMMITTEE BOOKS & ACCOUNTS

Staff of the Campaign Disclosure Division may want to communicate with a person who has access to the committee's financial documents. The treasurer of the political committee is the primary contact, but committees may utilize other resources. If an individual other than the treasurer has access to the financial records, provide this information in Section 8.

Section 9 FINANCIAL INSTITUTIONS AND OTHER REPOSITORIES

All political committees must indicate where funds will be maintained. This will include all financial institutions or repositories where funds may be invested. If any information in this section changes, complete the entire section, including any previously reported institutions that are still being used by the committee.

Section 10 DISPOSITION OF RESIDUAL FUNDS

A political committee may file a Final Report if it no longer intends to raise or expend funds for political purposes. The committee must have a zero balance and must have disposed of all assets in order to file a Final report.

After the political committee has paid its outstanding bills and disposed of any physical assets, the law provides three methods of disposing of excess funds: (1) donate such funds to a charitable organization of the committee's choice, (2) transfer such funds to another political committee, or (3) return to the contributors in an amount not to exceed their contribution(s). Please remember that this section can be amended at a later date, so you are not 'locked in' to the choice you list when first filling out a D-1.

Section 11 VERIFICATION

Once Sections 1-10 of the Statement of Organization (Form D-1) have been completed, it must be signed by the treasurer or candidate of the political committee, and filed with the Board (and possibly the County Clerk) within ten business days of the creation date of the committee. If the committee is formed within 30 days of an election, the Statement of Organization must be filed within five business days.

Once a Statement of Organization is filed, a political committee must file all required reports, regardless of whether the candidate is on the ballot, until it files a Final Report. The only exception is a Statement of Non-Participation, which may be filed in place of a Pre-Election Report in some cases.

IV FILING CAMPAIGN DISCLOSURE REPORTS

Now that a Statement of Organization has been filed, the political committee will be required to complete reports indicating contributions, expenditures, and any outstanding debts of the committee. All transactions of the political committee that have an aggregate (cumulative) value in excess of \$150.00 must be itemized on various schedules provided by the State Board of Elections. The reports will disclose the financial activity of a political committee during a specific reporting period, as outlined in the law. A calendar that provides reporting periods for all filings is available from the State Board of Elections. Thirty days prior to the first day a report is due, the State Board of Elections will send notification, and a supply of forms to every political committee.

What Type of Reports are Required?

All political committees are required to report their financial activity on official forms distributed by the Illinois State Board of Elections. The Form D-2 (Report of Campaign Contributions and Expenditures) is the official form used by political committees to disclose totals of receipts, expenditures, debts, fund balances, and investments in any given reporting period. Political committees wishing to use non-standard forms must have prior written authorization from the Board.

There are two basic types of reports: Semi-Annual and Pre-Election.

Semi-Annual Reports are filed every six months, requiring a political committee to disclose its financial activity during the reporting periods January 1st through June 30th, and July 1st through December 31st. These two Semi-Annual Reports must be filed within thirty days after the close of the reporting period: the report covering January 1st through June 30th must be filed no later than July 31st; the report covering July 1st through December 31st must be filed no later than January 31st. **EVERY POLITICAL COMMITTEE** is required to file Semi-Annual Reports.

Pre-Election Reports are filed by political committees that are supporting/opposing any candidate(s), or question of public policy to be submitted to the voters. Due to the different elections conducted in our state, reporting periods will vary. However, every Pre-Election Report will have the same closing date for its reporting period -- thirty days prior to an election. Pre-Election Reports must be filed on or before the fifteenth day after the close of the reporting period. The staff of the State Board of Elections develops and distributes an annual filing calendar that lists reporting periods for a calendar year. **EVERY POLITICAL COMMITTEE** is required to file either a Pre-Election Report or a Statement of Non-Participation for each election.

Political committees participating in an election may have an additional filing obligation besides a Pre-Election Report. (A committee is considered to be participating in an election if it has a candidate or issue on the ballot, or if it makes expenditures in support of or in opposition to candidates or propositions that are on the ballot.) A political committee that receives a contribution (including loans, personal monies and in-kind contributions) of more than \$500 in aggregate during the thirty days prior to an election must file a Schedule A-1 within two business days of receipt. This includes any contribution from a candidate to his own committee. This also includes contributions received up through and including the day before any election. The Schedule A-1 requests the name and mailing address of the contributor, and the date and amount of the contribution. Each contribution of more than \$500 is treated as a separate filing obligation for the committee. A Schedule A-1 may be faxed to our office at 217/557-5630 or 217/782-5959, or filed electronically. Remember that committees required to file other reports electronically are also required to use electronic filing for A-1s. Do not send an original document after you have faxed or e-filed an A-1. Though an A-1 may be mailed, it is not deemed received until it actually arrives in our office – the postmark is not used to determine the date of receipt.

The Form D-2 also allows a political committee to file three other types of reports.

1. A political committee that is not participating in an election may file a Statement of Non-Participation in lieu of a Pre-Election Report. “Not participating” means the committee has not spent more than \$500 supporting or opposing a candidate or question of public policy on the ballot. This includes expenditures for any form of communication that mentions the name of a candidate or party 60 days before a general election or 30 days before a general primary. Committees organized to support or oppose a candidate or question of public policy on the ballot cannot file a Statement of Non-Participation for that election – they must always file a Pre-Election Report.

A Statement of Non-Participation must be filed according to the Pre-Election schedule, but does not require the political committee to disclose any financial activity. A political committee would only be required to mark on the form D-2: (a) Non-Participation, indicating the election date; (b) the name and mailing address of the political committee; and, (c) the signature of the treasurer or candidate. If a Statement of Non-Participation is filed and the committee subsequently makes a contribution to a candidate or to support or oppose a proposition, a Pre-Election Report must be filed within five days, or within 24 hours in the period five days prior to the election.

2. A political committee may choose to file a Final Report at any time. It must indicate a zero ending balance but may carry debts when finalizing. A final disposition of committee assets and the liquidation of any investments must also be disclosed. A Final Report should cover a reporting period beginning on January 1, July 1, or the committee's date of creation.
3. At times, an unintentional error may be committed on a disclosure report (mathematical, reporting periods, beginning balances, etc.) that requires correction. In this case, a political committee usually must file an *amended report* to correct any deficiencies. Some errors may not require the filing of a complete amended report, but may be resolved through correspondence. It is recommended that officers of a political committee contact our staff with any questions about amending reports.

Sample filings of reports discussed have been included at the end of this manual.

Electronic Filing

Any political committee which at any time during any reporting period has a balance of more than \$10,000 or has more than \$10,000 in contributions, loans received, or expenditures, must file campaign disclosure reports electronically. Once a political committee has crossed the threshold requiring it to file electronically, it must continue to file all its reports electronically until the committee dissolves, even if it drops back below the threshold. Electronic filing software is available at no cost from the State Board of Elections, and committees are encouraged to file electronically even if they are not required to do so.

Local and State/Local committees that file reports electronically with the Board must still also file paper copies with the County Clerk, unless the county in question is participating in an option filing waiver program. This program exempts committees from filing campaign disclosure reports with the County Clerk after they have filed electronically with the state. To determine if a particular county is enrolled in the program, contact the Board or County Clerk, or visit the Board website at www.elections.il.gov.

Itemized vs. Non-Itemized

Every contribution and expenditure in an aggregate amount (cumulative total) that exceeds \$150.00 during a reporting period must be disclosed and itemized. These disclosures are reported on various schedules accompanying the Form D-2 (Report of Campaign Contributions and Expenditures). Contributions that exceed \$150.00 must be reported on a Schedule A, which requests the identification of

the contributor by name, mailing address, date and amount of the contribution. All in-kind donations received by the political committee whose market values exceed \$150.00 must be reported on a Schedule I. The Schedule I requests the name and mailing address of the donor, date, a description of the donation, vendor (if applicable), and an ascertainable market value of the donation. If the in-kind donation does not have an ascertainable market value, it should be reported by describing in detail the item, services, or goods contributed. Expenditures that exceed \$150.00 must be reported on a Schedule B. The Schedule B requests the name and mailing address of each recipient of committee funds, purpose, as well as the beneficiary, date and amount of each expenditure. Any outstanding debts of the political committee that exceed \$150.00 must be reported on a Schedule C. The Schedule C requests the name and mailing address of each entity-owned funds, date and amount of the original debt, payments made to date, and the remaining balance, if any.

Any contributions or expenditures that do not exceed \$150.00 during a reporting period require no itemization. These transactions are considered non-itemized. The political committee must provide a sum total of all non-itemized transactions during the reporting period.

When making the determination as to whether the \$150 itemization threshold has been met, all receipts and expenditures must be considered, not just those of a single type. For example, if an individual contributes \$100 (reported in part 1) and donates \$100 worth of postage (reported in part 5), those contributions must be itemized in each part, because they totaled \$200. Likewise, if the reporting committee donates \$100 (reported in part 6) to another political committee and loaned \$100 (reported in part 7) to the same committee, those expenditures must be itemized in each part, because the total expended to the receiving committee was \$200.

Date of Receipt

When reporting contributions it is very important to accurately list the date the contribution was actually received. The date of receipt is the date the committee actually comes into possession of the contribution. It is not the date the committee deposits the contribution into its bank account. It is not the date listed on a check (unless that date is the same date the committee comes into possession of the check.) We suggest committees date stamp checks or otherwise record checks and other contributions as they are received. This helps ensure that accurate receipt dates are used on a committee's reports.

When dealing with in-kind contributions, determining the date of receipt can be a little trickier. The date of receipt is based on the date the recipient committee receives notification of the in-kind from the contributor. Contributors are required to provide that notification within five days of making the contribution. The date of receipt is then considered to be two days after the notification is received, regardless of the date listed on the notification form. In-kind contributions are discussed in greater detail later in this guide.

V D-2, REPORT OF CAMPAIGN CONTRIBUTIONS & EXPENDITURES

The Form D-2 (Report of Campaign Contributions and Expenditures) contains nine areas. A review of these items will assist you in understanding and preparing your first report. Once a political committee has been created, the State Board of Elections will send notification to the political committee, along with a supply of forms, thirty days prior to the first day a report is due.

Step 1 TYPE OF REPORT:

Check the appropriate box indicating the type of report your political committee is filing: Pre-Election (election date), Semi-Annual, Non-Participation (election date), Final, or an amendment of one of the previous reports. The designation must be made to allow a proper recording of your political committee's filing.

Step 2 FULL NAME AND COMPLETE MAILING ADDRESS OF COMMITTEE:

These forms may be pre-printed, indicating the name and mailing address for the political committee. It is important that you verify the information. If it is not accurate, simply place a mark in the square "address change," and make appropriate changes. If you are using a blank D-2 form, be sure to print your committee name and address in this space.

Step 3 REPORTING PERIOD:

Each report of campaign contributions and expenditures filed by a political committee will disclose the financial transactions for a specific reporting period. Each report filed will have a beginning and ending date. Political committees that are filing their first campaign report will use their date of creation, as shown on their Statement of Organization (Form D-1), as their beginning date. Let's look at an example:

As discussed earlier, every political committee must file Semi-Annual Reports every six months. The reporting periods for Semi-Annual Reports are January 1st through June 30th, and July 1st through December 31st. If your political committee's date of creation was September 1st, the first Semi-Annual Report filed would begin its reporting period on September 1st and end on December 31st. The political committee would be required to report all financial transactions within this reporting period: September 1st through December 31st. This report must be filed no later than January 31st.

Remember:

On your first financial report, the reporting period will begin with your date of creation; and Only report those financial transactions that occurred during the reporting period.

Step 4 CASH AVAILABLE AT THE BEGINNING OF THE REPORTING PERIOD:

Committees must report their available cash as of the start of each reporting period. Remember that in the case of a Semi-Annual Report, the *cash available at the beginning of the reporting period* should be identical to the *funds available at the close of the reporting period* from the previous Semi-Annual Report. A political committee filing its first campaign report should use the available funds total previously reported on its Statement of Organization (refer to Part III, Filing Your Statement of Organization, Section 2, in this manual).

Step 5 SECTION A - RECEIPTS

Section A of the Form D-2 (part 1 through 4) is used to disclose all income received by the political committee through monetary transactions. Funds received by a political committee are reported on the D-2 in four categories: individual contributions, transfers-in, loans, and other receipts:

Part 1 Individual Contributions

Donations made by friends, family members, corporations, labor unions, associations, and other people or organizations to the political committee would be considered individual contributions. Money collected at fund-raising events would be reported as individual contributions. Any donation received by the political committee that exceeds \$150 in an aggregate amount from a single source, must be itemized on a Schedule A.

The Schedule A requires the identification of the contributor by name, mailing address, date, and amount of the contribution. An itemized contribution for Part 1 would be reported as follows:

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
James Smith 100 W. 45 th Chicago, IL 60606	10/01/02	\$525.00	\$525.00
		EMPLOYER: Smith, Brown, & Car, LLP	OCCUPATION: Partner, Attorney
Sally Jones 214 Wayne Berwyn, IL 61005	11/03/02	\$140.00	
		EMPLOYER:	OCCUPATION:
Sally Jones 214 Wayne Berwyn, IL 61005	12/06/02	\$140.00	\$280.00
		EMPLOYER:	OCCUPATION:

ATCO CORP 1 N. Canal Wilmette, Illinois 60699	10/17/02	\$500.00	
		EMPLOYER:	OCCUPATION:
ATCO CORP 1 N. Canal Wilmette, Illinois 60699	11/02/02	\$250.00	\$750.00
		EMPLOYER:	OCCUPATION:

In addition, if the contributor is a person who contributed more than \$500, the occupation and the employer of that person must be listed. If, after making written and/or oral requests for this information (as outlined in Section 100.160 of our rules and regulations) the occupation and employer are still unknown, include a statement that the committee has made a good faith effort to obtain the information.

When completing a Schedule A, mark the appropriate box indicating the part that is being itemized, be sure to itemize only those contributions that exceed \$150.00 in an aggregate amount during the reporting period, and report the total amount of itemized contributions for a specific part on the bottom of the last page of the Schedule A, and also on the Form D-2.

All individual contributions received by the political committee from a single source that do not exceed \$150.00 (non-itemized) during the reporting period, are totaled and reported on the D-2, line 1b.

Part 2 Transfers In

Any monetary donations received from another political committee will be reported as transfers-in. Loans and in-kind donations from political committees are listed in parts 3 and 5, respectively.

Any transfer-in received by the political committee that exceeds \$150.00 in an aggregate amount during the reporting period must be itemized on a Schedule A, under Part 2. For example:

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
--	--------------------------	-------------------------------	---

Citizens for Jones 109 N. Hall Dixon, IL 61209	10/02/02	\$500.00	\$500.00
		EMPLOYER:	OCCUPATION:
Sports PAC 23 W. Route 4 Calumet, IL 62588	11/03/02	\$1000.00	\$1000.00
		EMPLOYER:	OCCUPATION:

All transfers-in received by the political committee from a single source that do not exceed \$150.00 (non-itemized) during a reporting period are totaled and reported on the D-2, line 2b.

Many political committees receive donations from organizations whose names may cause confusion. Is the Committee for World Justice a registered political committee? Is the People for Ethics in Government a registered political committee? If this situation arises, remember that the concern is for disclosure. If an organization is not a registered political committee, and you report their donation(s) in part 2, you have still fulfilled the spirit of the law -- disclosure. In other words, although reporting a contribution in the correct part is important, it is more important to actually report the contribution than to put it in the correct category.

Part 3 Loans

Loans are funds received by the political committee with an obligation or expectation of repayment. Loans can be made to the political committee from the personal funds of a candidate, friends, family, another political committee or a lending institution. Any loan received by the political committee that exceeds \$150.00 in an aggregate amount during a reporting period must be itemized on a Schedule A. For example:

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
John Wind 100 Wood Ave. Cicero, IL 60075	10/19/02	\$2,000.00	\$2,000.00
		EMPLOYER: General Steel Mill, Inc.	OCCUPATION: General Superintendent
Mark Collins 165 Chestnut St	10/19/02	\$5,000.00	\$5,000.00

Chicago, IL 60611 c/o 1 st Chicago Bank 200 S. Burbank Chicago, IL 60023		EMPLOYER: Middlebury Corp.	OCCUPATION: Chief Financial Officer
--	--	-----------------------------------	--

****IMPORTANT:** When disclosing loans on a Schedule A, any endorser of such funds must be included. The above example indicates that Mr. Mark Collins guaranteed the loan made to the political committee from the 1st Chicago Bank.

In addition, any lender or endorser who is a person who has loaned or endorsed more than \$500 must have their occupation and employer listed. If, after making written and/or oral requests for this information (as outlined in Section 100.160 of our rules and regulations), the occupation and employer are still unknown, include a statement that the committee has made a good faith effort to obtain the information.

All loans received by the political committee that do not exceed \$150.00 (non-itemized) during a reporting period are totaled and reported on the D-2, line 3b.

Part 4 Other Receipts

What does a political committee do with interest accrued on a savings account? How does a political committee report interest paid on a Certificate of Deposit (CD)? Dividends on stock or mutual funds? How does a political committee report return deposits on telecommunications equipment? Security deposit on rent? The liquidation of investments? The disposition of assets on a final report? Part 4 of the D-2 was included to take into consideration income received by a political committee that would not be considered an individual contribution, transfer-in or loan.

Interest income, cash dividends, or returned deposits received by a political committee in excess of \$150.00 in an aggregate amount during a reporting period must be reported (itemized) on a Schedule A.

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
--	--------------------------	-------------------------------	---

AT&T 1 W. Randolph Chicago, IL 60601	10/08/02	\$225.00 (refund)	\$225.00
		EMPLOYER:	OCCUPATION:
Ital Real Estate 1340 N. Holland Joliet, Illinois 61466	11/02/02	\$500.00 (deposit return)	\$500.00
		EMPLOYER:	OCCUPATION:
Chase Federal 200 S. 3 rd St. New York, NY 00101	09/20/02	\$100.00 (interest)	
		EMPLOYER:	OCCUPATION:
Chase Federal 200 S. 3 rd St. New York, NY 00101	10/20/02	\$100.00 (interest)	\$200.00
		EMPLOYER:	OCCUPATION:

All interest income, cash dividends, security deposits returned, or other income deemed "other receipts," that do not exceed \$150.00 (non-itemized) during a reporting period, are totaled and reported on the D-2, line 4b. If interest is earned on invested campaign funds, the political committee must also file an Internal Revenue Service report, and an Illinois Department of Revenue report.

TOTAL RECEIPTS

By completing parts 1 through 4, all cash (income) transactions of the political committee have been reported. An addition of parts 1 through 4 should reflect total receipts deposited by the political committee in its account. By matching deposit slips to the reporting period of the D-2, the political committee will be able to verify the totals indicated on the D-2. If a discrepancy exists, do not hesitate to contact Board staff for assistance.

Part 5 In-Kind Contributions

An in-kind contribution is anything of value, other than cash, donated to the political committee. Generally speaking, it will be goods or services provided to the political committee free of charge -- such as a friend who provides campaign printing at no charge or a real estate agent that provides campaign office space rent-free. If a vendor sells anything of value to the political committee at a charge less than cost, the difference would

be considered an in-kind contribution.

Any in-kind contributions received by the political committee that exceed \$150.00 in an aggregate amount during the reporting period, must be itemized on a Schedule I. The Schedule I requires the identification of the contributor by name, mailing address, vendor (if applicable), date, description of the in-kind, and the ascertainable market value. If the in-kind donation has no ascertainable market value, it should be reported by using a description of the item, services, or goods contributed.

In addition, if the contributor is a person who contributed more than \$500, the occupation and employer of that person must be listed. If, after making written and/or oral requests for this information (as outlined in Section 100.160 of our rules and regulations), the occupation and employer are still unknown, include a statement that the committee has made a good faith effort to obtain the information.

The contributor of any in-kind contribution valued in excess of \$50 must notify the recipient of the in-kind within 5 business days on forms supplied by the Board. The notification/certification must include the name and address of the contributor, the name and address of the vendor, the ascertainable/certified market value, a description of the goods or services, and the date of the expenditure. If the recipient receives no notice from the contributor, the in-kind contribution must still be reported. The in-kind contribution is considered to have been made on the date the recipient receives the goods or the date the services are actually performed. If the contribution is of such a nature that the committee does not actually possess it (such as a mailing or volunteer services), then it is considered received two days after receipt of the notification. A committee receiving an in-kind contribution should base its "date received" on the date the committee receives the notification, rather than the date listed on that notification. The date received is then listed as two days after the notification is received. If no notification is received, the in-kind contribution is then considered to have been received two days after the date the recipient should reasonably have been aware of the contribution.

Some examples of reported in-kind contributions would be as follows:

	DATE		AGGREGATE AMOUNT FOR
--	------	--	----------------------

FULL NAME, MAILING ADDRESS, AND ZIP CODE		RECEIVED	AMOUNT OF EACH RECEIPT	THIS REPORTING PERIOD
CONTRIBUTOR Tony Jones 45 Trailridge Rd. Springfield, IL 62704		11/13/02	\$550.00	\$550.00
			EMPLOYER: U-Save Auto Sales	OCCUPATION: Sales Manager
	VENDOR PAID (if applicable) ABC Printing 45 Adams St. Springfield, IL 62796	DESCRIPTION Printing		
CONTRIBUTOR RTB Lumber 210 S. Argyle Chicago, IL 60603		10/01/02	\$450.00	\$450.00
			EMPLOYER:	OCCUPATION:
	VENDOR PAID (if applicable)	DESCRIPTION Lumber		
CONTRIBUTOR Mary Sanders 102 S. Lowe Joliet, IL 60607		12/13/02	\$325.00	\$325.00
			EMPLOYER:	OCCUPATION:
	VENDOR PAID (if applicable)	DESCRIPTION Four (4) Metal Desks, Two (2) File Cabinets One (1) Corona Typewriter		
CONTRIBUTOR JD Realtors 21 N. 37 th Chicago, IL 60603		09/01/02	\$300.00	\$300.00
			EMPLOYER:	OCCUPATION:
	VENDOR PAID (if applicable)	DESCRIPTION Office Space		

All in-kind contributions received by the political committee that do not exceed \$150.00 (non-itemized) during the reporting period, are totaled and reported on the D-2, line 5b. A total of all in-kind contributions should also be listed.

In determining the in-kind contributions a political committee has received, keep in mind these exemptions: (1) an individual can volunteer his free time and personal services to a political committee without it being considered an in-kind contribution. Examples of volunteer services include answering telephones, distributing campaign materials, or helping at a fund-raising event; (2) an individual who sponsors an activity for a political committee on residential premises and the cost of that activity does not exceed \$150.00

during the reporting period would not be considered to be making an in-kind contribution. A candidates night is one example; (3) any unreimbursed payments for travel or living expenses made by an individual who volunteers services on behalf of a political committee. A campaign volunteer who runs minor errands for the political committee, and buys his own lunch, would not be considered as making an in-kind contribution; (4) any news story, commentary, endorsement or editorial of any broadcasting station, newspaper, magazine or other periodical publication; (5) any regular publication by a membership organization, labor union or corporation to its officers, employees, members or stockholders; and (6) the occasional use of real property for the purpose of conveying information to officers, employees, members or stockholders and their families.

In-kind contributions may take various forms. If your political committee has any questions concerning the reporting of in-kind contributions, contact our staff for assistance.

Step 6 SECTION B - EXPENDITURES

Section B of the Form D-2 (parts 6 through 8) is used to disclose all disbursements made by the political committee. Funds expended by the political committee are reported on the D-2 in three categories: transfers-out, loans made, and expenditures. Expenditures (part 8) are only required to be reported on Semi-Annual Reports. A Pre-Election Report need not include a committee's expenditures, although transfers out (part 6) and loans made (part 7) must be listed. Also, there are specific types of expenditures that are prohibited. The prohibitions regarding campaign funds state that those funds may not be expended:

1. in violation of any law,
2. clearly in excess of fair market value,
3. to repay any personal loans or to repay any debts other than loans to the committee on behalf of the committee or repayment of goods and services purchased by the committee under a credit agreement,
4. for a personal residence,
5. for clothing or personal laundry expenses,
6. for personal travel, for membership or club dues for organizations primarily engaged in providing health, exercise, or recreational services,
7. for anything for which a person has been reimbursed,
8. for purchase of a motor vehicle,
9. for tuition or other educational expenses, or
10. for payments to anyone unless for compensation for services actually rendered.

Officeholders, candidates and committees are allowed to spend campaign funds to offset the "customary and reasonable" expenses of an officeholder carrying out their governmental duties or performing public service functions. For example, a member of the General Assembly may use campaign funds to operate a district office. For more

information about expenditures and for a more detailed explanation of the prohibitions, read section 9-8.10 of the Campaign Disclosure Act.

Now, let's review the three categories of disbursements, and the way they will be reported.

Part 6 Transfers-Out

This is the opposite of a transfer-in (Section A, part 2). Any money given directly from one committee to another political committee is a transfer-out. A loan made to another political committee is reported as such in Part 7, not as a transfer-out.

Any transfers-out made by the political committee that exceed \$150.00 in an aggregate amount during the reporting period, must be reported (itemized) on a Schedule B. The Schedule B requires the name and mailing address of each recipient of committee funds, purpose, beneficiary, date, and amount of each transfer out.

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
Citz For Change 100 W. Lille Chicago, IL 60578	10/01/02	Donation	Citz. For Change	\$200.00	\$200.00
Citz. For Jones 100 N. Webster Springfield, IL 62701	10/06/02 11/12/02	Donation Donation	Citz. For Jones Citz. For Jones	\$100.00 \$100.00	\$200.00

All transfers-out made by the political committee that do not exceed \$150.00 (non-itemized) during a reporting period are totaled and reported on the D-2, line 6b.

Part 7 Loans Made

Any loans made by the political committee that exceed \$150 in an aggregate amount during a reporting period must be reported (itemized) on a Schedule B.

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
Citz. For James 23 S. Lowe Noel, IL 63459	10/06/02	Loan	Citz. For James	\$500.00	\$500.00
Howard Simpson Co. 231 S. 87 th Gary, IL 65390	11/18/02	Loan	Howard Simpson	\$1,000.00	\$3,500.00
	12/20/02	Loan	Howard Simpson	\$2,500.00	

Any loans made by the political committee that do not exceed \$150.00 (non-itemized) during a reporting period are totaled and reported on the D-2, line 7b.

Part 8 Expenditures

Excluding donations made directly to another political committee (transfers-out), and any loans made, all other disbursements of the political committee will be reported in part 8. Any expenditure made by the political committee in excess of \$150.00 in an aggregate amount during the reporting period must be reported (itemized) on a Schedule B.

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
Ace Hardware 300 Roper Chicago, IL 60133	10/02/02 10/07/02 11/06/02	Staples Glue Lumber	Committee " " " "	\$45.00 \$8.00 \$200.00	\$253.00
Tom Noonan 2 Ocean Dr. Gary, IN 13233	10/03/02 11/05/02 12/05/02	Salary " " " "	Committee " " " "	\$400.00 \$400.00 \$400.00	\$1,200.00
1 st Chicago Bank 200 S. Burbank Chicago, IL 60023	10/30/02	Loan Repayment	Committee	\$5,000.00	\$5,000.00
Sir Speedy Printing 100 W. Clark Chicago, IL 60606	10/08/02 10/09/02 11/05/02	Printing " " " "	Citz. For Jones Ald. Ken Perry People for Pike	\$250.00 \$200.00 \$250.00	\$700.00
John Wind 100 Wood Ave. Cicero, IL 65390	11/19/02	Partial Repayment of Loan	Committee	\$1,000.00	\$1,000.00

In the example, why are the beneficiaries different? The first three and the fifth entries relate to expenditures made to benefit the political committee filing the report. The fourth entry indicates expenditures made by the political committee to benefit *another* political committee or candidate. Such disbursements are considered expenditures *made on behalf of* another political committee or candidate. Within 5 business days of making an expenditure on behalf of a political committee in excess of \$50, or within 5 business days of contributing goods or services to a political committee valued at more than \$50, the contributor must certify the value of the contribution to the political committee on forms supplied by the State Board of Elections. These forms must include the name and address of the contributor, the vendor paid (if applicable), a description and market value of the goods or services, and the date on which the contribution was made. Such expenditures would be considered in-kind contributions by the receiving political committee or candidate.

How do you report credit card expenses? As an example, a candidate charges \$490.00 of campaign expenses on MasterCard. The treasurer receives a monthly statement indicating the following campaign expenses: Peoples Air Express (\$225.00); Low Budget Car Rental (\$55.00); Comfort Inn (\$165.00); and Blue Plate Oyster Bar (\$45.00). You would report the actual expenses paid to People Air Express, Low Budget Car Rental, Comfort Inn and Blue Plate Oyster Bar. However, only the Peoples Air Express and Comfort Inn would be itemized on a Schedule B because they exceed \$150.00. The amounts paid to Low Budget Car Rental and Blue Plate Oyster Bar totaling \$100.00 would simply be reported in the non-itemized section of the D-2, Section B, Part 8b. Expenditures paid for by a credit card should be reported as having been made on the date the committee receives the goods, or the date the services are actually performed. Except for interest payments, you should not show expenditures as being paid directly to a credit card.

The same process that applies to credit card expenses applies to reimbursed expenses of candidates or a campaign worker. Report the actual expenses and itemize those expenses that exceed \$150.00. You should not list an expenditure that only has "reimbursement" as its purpose.

Remember too, that any expenditure made to someone who serves as a conduit or "middle-man" for the payment must include a detailed breakdown of the expenditure – showing each recipient of the funds and a description of each expense. For example, this would apply to an expenditure made through a consultant, such as an advertising campaign involving payments made to multiple media outlets.

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
People Air Express c/o Mastercharge 14 N. Water Clay, IL 67954	10/08/02	Airline Ticket	Committee	\$225.00	\$225.00
Comfort Inn 2346 Main Hope, IL 64939	10/11/02	Hotel	Committee	\$165.00	\$165.00

How do you report the purchase of a certificate of deposit, stock, security or mutual fund? This transaction would be reported as all other transactions and itemized if the expense exceeds \$150. You must indicate the financial institution or brokerage house where the funds are invested, give a brief description, and include number of shares or the type of investment. If the political committee purchased a \$1,000 certificate of deposit from 1st State Bank of Benld or purchased 100 shares of GTE, it would be necessary to disclose this information. Furthermore, this information would also be reported on an Investment Schedule.

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
1 st State Bank of Benld 205 Main St. Benld, IL 62055	09/01/02	Certificate of Deposit	Committee	\$1,000.00	\$1,000.00
Dean Witter Reynolds Inc. 206 Peoria Rd Springfield, IL 62708	10/15/02	100 Shares GTE at \$50.75/share	Committee	\$5,075.00	\$5,075.00

TOTAL EXPENDITURES

By completing parts 6 through 8, all expenditures made by the political committee have been reported. An addition of parts 6 through 8 should reflect total expenditures of the political committee.

Note: Part 8 Expenditures are only required to be listed on a committee's Semi-Annual or Final Reports. They are not necessary on Pre-Election Reports.

SUPPORTING SCHEDULES

Asset Schedule (Final report only)

An asset may be defined as an item of property other than cash or services, of whatever kind -- tangible or intangible -- that has a fair market or salvage value in excess of \$150. General office supplies, such as paper, pens, and paper clips, as well as other similar disposable items, are not considered assets of the committee. The disposition of any committee asset valued in excess of \$150 should be shown on the Asset Schedule when a committee files a Final Report. Disposition may be either by donation or by sale. If a committee disposes of an asset by donating it, the recipient must be reported. If a committee disposes of an asset by selling it, that amount must also be shown in Part 4 of the D-2 form and itemized on a Schedule A if its value exceeds \$150. The Asset Schedule, if applicable, must be submitted with a Final Report.

<u>DESCRIPTION OF ASSETS</u>	<u>DATE ACQUIRED</u>	<u>DISPOSITION OF ASSETS FULL NAME & MAILING ADDRESS</u>	<u>DONATED OR SOLD</u>	<u>VALUE (IF SOLD)</u>
Corona Typewriter	12/13/02	Salvation Army 400 Little Creek Chicago, Illinois 60602	Donated	

Investment Schedule

A political committee that invests its campaign funds must report these investments. An investment may be defined as any purchase of a certificate of deposit, stock, security, mutual fund or any other investment tool utilized to generate funds for the political committee. At the time of the investment, all funds invested must be reported on a D-2 form as a Part 8 expenditure and should be itemized on a Schedule B if more than \$150. The investment must also be reported on an Investment Schedule, describing the investment and showing the value at the time of the investment. After reporting the initial investment, each subsequent Semi-Annual Report must include an Investment Schedule showing the original value and the value at the close of the Semi-Annual Report. The total value of all investments that have not been sold should be reported at the bottom of the Investment Schedule and in Section D (line F) of the D-2. If the investment is sold during a Semi-Annual reporting period, list the original amount, date and value at liquidation. The value at liquidation should also be reported on a Schedule A and on part 4 on the D-2 under "Other Receipts." After an investment has been liquidated, it should not appear on the Investment Schedule. All investments must be liquidated prior to filing a Final Report.

<u>DESCRIPTION OF INVESTMENTS AND DATE OF PURCHASE</u>	<u>NUMBER OF SHARES AND/OR PURCHASE PRICE AT ACQUISITION</u>	<u>VALUE AT END OF REPORTING PERIOD</u>	<u>DATE AND VALUE UPON LIQUIDATION</u>
09/01/02 - Certificate of Deposit 1 st State Bank of Benld 205 Main St. Benld, IL 62055	\$1,000.00	\$1,000.00	
10/15/02 GTE Stock Dean Witter Reynolds Inc.	100 shares at \$50.75/share \$5,075.00	\$6,025.00	

Step 7 SECTION C - DEBTS AND OBLIGATIONS

Section C of the form D-2, is used to report any outstanding debts of the political committee (including previously reported unpaid debts).

Part 9 Debts and Obligations

Any outstanding debt incurred by the political committee that exceeds \$150.00 in an aggregate amount must be reported (itemized) on a Schedule C. The Schedule C requests the name and mailing address of each entity owed funds, the date and amount of the original debt, payments made to date, and the remaining balance if any.

<u>FULL NAME, MAILING ADDRESS, AND ZIP CODE</u>	<u>DATE INCURRED</u>	<u>ORIGINAL AMOUNT</u>	<u>CUMULATIVE PAYMENT TO DATE ON DEBT</u>	<u>OUTSTANDING BALANCE AT THE CLOSE OF THIS PERIOD</u>
John Wind 100 Wind Ave Cicero, IL 60075	10/19/02	\$2,000.00	\$1,000.00	\$0 (debt forgiven)
ABC Printing 658 Norwood Chicago, IL 65390	12/04/02	\$650.00	\$0.00	\$650.00

Any outstanding debts owed by the political committee that do not exceed \$150.00 (non-itemized) are totaled and reported on the D-2, line 9b. A total of all outstanding debts of the committee can now be calculated.

Step 8 SECTION D - CASH BALANCE

Add cash available at the beginning of the reporting period to total cash receipts deposited during

the reporting period (TOTAL RECEIPTS), minus expenditures made during the reporting period (TOTAL EXPENDITURES), and the remaining cash balance should be the amount reflected on the check register, ledger, or whatever means the treasurer uses to track receipts and expenditures.

If the political committee has invested any funds and has completed an Investment Schedule, that figure should be listed on line F of the D-2. This would determine the net worth of the political committee. If the committee has no investments, this line should be left blank.

Step 9 VERIFICATION

All campaign disclosure reports must be signed by the treasurer or candidate and dated. Rules of the State Board of Elections provide for alternative signatures with authorization (see Section 100.40d).

All reports required by law must be in the possession of the State Board of Elections and, if applicable, the County Clerk on or before the due date. However, a Semi-Annual or Pre-Election Report will be considered on time if it is postmarked ***at least 72 hours prior to the filing deadline***. If the reports are sent by an overnight delivery service, they should be sent to the Illinois State Board of Elections at 1020 South Spring, Springfield, Illinois 62704. If the Post Office Box is used, the documents may be delayed in delivery. Pre-Election, Semi-Annual, and Final Reports will not be accepted by fax. A D-1 Statement of Organization and a Schedule A-1 may be faxed. An original copy of a D-1 must also be mailed. Failure to file reports in a timely fashion can result in the State Board of Elections assessing a fine of up to \$5,000, except that for state officers and candidates and political committees formed for statewide office, the civil penalty may be as high as \$10,000.

All sections of the Form D-2 must be completed for Semi-Annual and Final Reports. ONLY Section A, and parts 6 and 7 of Section B must be completed for Pre-Election Reports. A Final Report, like a Semi-Annual Report, is all-inclusive. A Final Report must have a zero balance and include the liquidation of all assets and investments owned by the committee.

Examples of completed forms have been included at the end of this guide for your review.

VI. SUGGESTED RECORD KEEPING SYSTEM

The free electronic filing software provided by the State Board of Elections includes a complete, easy-to-use record keeping system. We recommend that all committees consider using this software and filing their reports electronically, even if they are not required by law to do so. For more information about the software, called IDIS, please contact the Board or visit our website at www.elections.il.gov. For committees that choose not to use electronic filing software, the Campaign Disclosure Division has developed a suggested simple record keeping system to assist a treasurer in fulfilling his duties. This suggested system uses index cards to allow a treasurer to keep a record of all information required on a report. It is important that an efficient and accurate system of record keeping is created early in the campaign. The task of completing reports accurately is made easier by sound record keeping. If you choose to develop your own record keeping system, it is important to make sure it will maintain information required by the law.

Receipt Card File

Every contribution a committee receives should be posted in the Receipt Card File. Index cards used in the file are arranged alphabetically by the name of the contributor, so that additional contributions from the same source may be recorded on a single card. Our suggested format for the Receipt Card File is shown below:

Full name and address of contributor		
Date of each Contribution	Amount of each contribution	Aggregate totals for the reporting period
Employer	Occupation	

If a contribution from a single source is in excess of \$150.00 in an aggregate amount for a particular reporting period, place a red tab or other appropriate marker on the index card. This will allow you to pinpoint contributions that will be itemized.

Another type of tab or marker should be used to identify those individuals contributing more than \$500. When reporting contributions from those individuals, the employer and occupation must be included. Remember that contributions of more than \$500 received during the 30-day period prior to an election must be reported on a Schedule A-1 within two business days of receipt.

All contributions received by the political committee should be recorded in a Receipts Journal that would not only allow the treasurer to verify the accuracy of the index cards, but also total receipts deposited in the committee's financial accounts.

Expenditure Card File

Every expenditure made by the political committee should be posted in the Expenditure Card File. As in the Receipt Card File, the index cards used in the file are arranged alphabetically by the name of the recipient to whom an expenditure was made. Our suggested format for the Expenditure Card File is shown below:

Full name and mailing address to whom expenditures were made				
Date of expenditure	Purpose	Beneficiary	Amount of each Expenditure this Reporting Period	Aggregate Amount for this Reporting Period

If an expenditure is in excess of \$150.00 in an aggregate amount during a particular reporting

period to one entity, mark the index card with a red tab or other appropriate marker. This will enable you to pinpoint expenditures that must be itemized on a Schedule B.

All expenditures made by the political committee should be recorded in a Disbursements Journal to allow the committee to verify not only the accuracy of the index cards, but also canceled checks, and other forms of payment made by the committee.

Prepare new index cards at the beginning of each Semi-Annual reporting period: January 1st and July 1st.

VII MISCELLANEOUS

Raffles

Illinois law allows political committees to conduct raffles, if they have obtained a raffle license from the Illinois State Board of Elections, and have no outstanding fines or outstanding overdue reports. Applications for raffle licenses are available free of charge from the Board and may be submitted in person, by mail or by fax. Conducting a raffle imposes an additional reporting requirement on a political committee. For each raffle held, a separate stand-alone Raffle Report must be filed --documenting the gross receipts, expenses and net proceeds for the raffle. A Raffle Report must be filed with the committee's next required Pre-Election or Semi-Annual Report. For additional information please contact our staff.

Public Information

All Campaign Disclosure reports are public information. Reports filed with the State Board of Elections and the local County Clerk's office may be viewed during regular office hours. Copies of filed reports may also be purchased from the SBE.

D-2 totals from all filed reports may be accessed on the SBE website at www.elections.il.gov. Itemized receipts and expenditures and other data from any report filed electronically by any political committee may also be viewed on our website.

Information contained on official reports cannot be altered or falsified in any way, nor can it be sold or utilized for purposes of contributor lists or business solicitation.

Complaint Process

The Illinois Campaign Disclosure Act provides hearing procedures for complaints filed alleging violations of the law. Any person(s) that possess substantiated information that a violation has occurred may file a complaint, using Form D-4. All complaint forms are filed with the Illinois State Board of Elections. Please contact our staff for specific information concerning hearing procedures.

Federal Prohibitions

The federal campaign disclosure laws prohibit donations from the following sources in connection with federal or non-federal elections:

- 1) National Banks (political action committees established by national banks are an exception).
- 2) Nationally chartered corporations, i.e., corporations organized by authority of any law of Congress (federally chartered savings and loan association).
- 3) Foreign nationals (individuals granted permanent residence in the United States are an exception).

Fair Campaign Practices Act

A candidate or committee may choose to abide by provisions of campaigning outlined in the Fair Campaign Practices Act. This is a voluntary statement made and filed prior to an election, vowing that the person(s) making the statement will conduct a positive rather than a negative campaign. State candidates and state political committees file this statement with the State Board of Elections. Local candidates and local political committees file this statement with the local county clerk's office.

Agency Review

The staff of the Campaign Disclosure Division reviews all filed reports to ensure that political committees are in apparent compliance with the law. This review process is applied equally to all committees. It may be necessary for a member of our staff to contact a committee when a discrepancy exists. Do not be alarmed, as one of our staff members will offer assistance to ensure your compliance with the Act.

Penalties

The name of a person who has not paid a civil penalty may not appear upon any ballot for any office in any election while the penalty is unpaid.

Civil penalties will be assessed for any late filing of a Statement of Organization or campaign disclosure report. For a committee's first violation, the fine will be stayed (will not need to be paid) unless the political committee subsequently files a late report. Upon the second violation, the political committee will be required to pay civil penalties assessed for both violations.

Late filing of a Schedule A-1 Report of Contributions of more than \$500 is also a violation for which a civil penalty may be assessed. Each contribution is considered a separate violation when determining

the penalty, which can range from 10% to 100% of the contribution(s) reported late. Late filing of a Pre-Election or a Semi-Annual Report may result in a civil penalty of up to \$5,000, except that for State officers and candidates, a civil penalty of up to \$10,000 may be assessed.

Committees who file a report late will be sent a Citing Letter approximately a week after the filing deadline, notifying them of the delinquent filing. That letter is followed about a month later by an Assessment Letter, which includes the exact fine(s) owed by the committee, how the fines are calculated, and forms for appealing the penalty. A committee has 30-days following the date of the Assessment Letter in which to appeal an assessment. If the committee chooses to appeal, it should fill out two of the three forms -- an appeal affidavit explaining the grounds for the appeal, and either a request for appearance (if the committee wants to present its case in person) or a waiver of appearance (if the committee does not want to appear in person). In either situation, a hearing examiner will eventually make a recommendation, and the Board will make the ultimate decision about the appeal.

Specific information about the assessment and appeal process is also included in the mailings sent by the Board to affected committees. Anyone with additional questions is advised to contact campaign disclosure staff.

Willful failure to file or willful filing of false or incomplete information required by the Illinois Campaign Disclosure Act is a business offense subject to a fine of up to \$5,000.

In-kind Notification Form

If your committee *makes* an in-kind contribution in excess of \$50, it is required to notify the recipient candidate or committee within 5 business days of the contribution. This notification should be done on the In-Kind Contribution Notification form provided by the Board. The form should include the following information:

- 1) Name and address of the candidate/committee receiving the contribution,
- 2) Name and address of the contributor,
- 3) Occupation and employer of the contributor, if the contributor is an individual and the value of the contribution exceeds \$500,
- 4) Name and address of the vendor paid for the contribution, if any,
- 5) Date purchased,
- 6) Value of the contribution, and
- 7) Full description of the contribution.

The notification should be sent to the candidate/committee. It is not sent to the State Board of Elections or the County Clerk. An example of the form is included in the following section.

If your committee *receives* an in-kind contribution with a value in excess of \$50, you should receive the In-Kind Contribution Notification form from the contributor within 5 business days. However, your committee still has a reporting obligation even if it does not receive that form.



**FORM
D-1**

STATEMENT OF ORGANIZATION

PLEASE TYPE OR PRINT IN BLACK INK

FOR OFFICE USE
ONLY

Full name and complete mailing address of Political Committee:

Carl Candidate for Senate
1 Wish Street
Yourtown, Illinois 67890

E-MAIL ADDRESS: ccandidate@youraddress.com

*THIS FORM MAY BE
TRANSMITTED BY
FAX. THE ORIGINAL
MUST BE
FORWARDED ON
THE DAY OF FAX
TRANSMITTAL.*

POLITICAL COMMITTEE
IDENTIFICATION NO.

☐ CHECK IF ADDRESS CHANGE

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

1. DATE COMMITTEE CREATED:

September 1, 2002

2.

AMOUNT OF FUNDS AVAILABLE FOR CAMPAIGN
EXPENDITURES AS OF THE DATE THE COMMITTEE
WAS CREATED: \$ 200.00

3.

☒ NEW COMMITTEE

☐ AMENDMENT
(MUST BE FILED WITHIN 10 DAYS OF ANY CHANGES)

4.

POLITICAL COMMITTEE'S AREA OF ACTIVITY, SCOPE AND PARTY AFFILIATION:

A- ☒ STATE POLITICAL COMMITTEE
☐ LOCAL POLITICAL COMMITTEE

☐ STATE & LOCAL POLITICAL COMMITTEE

B- IF THIS IS A LOCAL OR A STATE AND LOCAL POLITICAL COMMITTEE, PLEASE LIST THE COUNTY OR COUNTIES IN
WHICH IT WILL OPERATE:

C- THIS COMMITTEE WILL PRIMARILY: ☒ SUPPORT OR ☐ OPPOSE CANDIDATES FOR LOCAL OR STATE OFFICE.

D- THIS COMMITTEE WILL: ☐ SUPPORT OR ☐ OPPOSE QUESTIONS OF PUBLIC POLICY.

E- POLITICAL PARTY AFFILIATION: Independent

F- COUNTY OF RESIDENCY OF CANDIDATE: Sangamon

5.

PURPOSE(S) OF THE POLITICAL COMMITTEE: * To support the candidacy of Carl Candidate for office of State
Senator of the State of Illinois

6.

CANDIDATE(S) THE COMMITTEE IS SUPPORTING OR OPPOSING. * (IF AMENDING, LIST ALL AS OF TODAY'S DATE)

NAME AND ADDRESS	SUPPORT	OPPOSE	OFFICE	PARTY AFFILIATION
Carl Candidate 6 Wagon Wheel Drive Yourtown, Illinois 67890	X		State Senator	Independent

NAME OF POLITICAL COMMITTEE	POLITICAL COMMITTEE IDENTIFICATION NUMBER
Carl Candidate for Senate	

7.	REQUIRED COMMITTEE OFFICERS.*	
	*(IF AMENDING, LIST ALL AS OF TODAY'S DATE)	

POSITION	NAME	MAILING ADDRESS, PHONE NUMBER, AND E-MAIL ADDRESS
CHAIRMAN	Jane Doe	478 West Second Street Yourtown, Illinois 67890 618/829-8861
TREASURER	Jane Smith	1 Wish Street Yourtown, Illinois 618/828-6293

8.	POSITION, NAME AND MAILING ADDRESS OF EACH CUSTODIAN OF THE COMMITTEES BOOKS AND ACCOUNTS.*	
	*(IF AMENDING, LIST ALL AS OF TODAY'S DATE)	

POSITION	NAME	MAILING ADDRESS, PHONE NUMBER, AND E-MAIL ADDRESS
Accountant	Joe Steward	400 Delaware Avenue Yourtown, Illinois 67890

9.	LIST OF ALL FINANCIAL INSTITUTIONS AND OTHER REPOSITORIES OF COMMITTEE FUNDS.*	
	*(IF AMENDING, LIST ALL AS OF TODAY'S DATE)	

NAME	MAILING ADDRESS
1 st National Bank & Trust	1010 South Fourth Street Yourtown, Illinois 67890

10.	DISPOSITION OF RESIDUAL FUNDS IN THE EVENT OF DISSOLUTION OR TERMINATION OF THE COMMITTEE:	
	<input checked="" type="checkbox"/> RETURN TO CONTRIBUTORS IN AMOUNTS NOT TO EXCEED THEIR INDIVIDUAL CONTRIBUTION.	
	<input type="checkbox"/> TRANSFER TO ANOTHER POLITICAL COMMITTEE: _____	
	<input type="checkbox"/> TRANSFER TO A CHARITABLE ORGANIZATION: _____	

VERIFICATION

I DECLARE THAT THIS STATEMENT OF ORGANIZATION HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE IS A TRUE, CORRECT AND COMPLETE STATEMENT OF ORGANIZATION AS REQUIRED BY ARTICLE 9 OF THE ELECTION CODE. I UNDERSTAND THAT THE PENALTY FOR WILLFULLY FILING A FALSE STATEMENT SHALL BE A FINE NOT TO EXCEED \$500 OR IMPRISONMENT IN A PENAL INSTITUTION OTHER THAN THE PENITENTIARY NOT TO EXCEED 6 MONTHS, OR BOTH FINE AND IMPRISONMENT.

Jane Smith *Jane Smith*

September 10, 2002

PRINTED AND WRITTEN SIGNATURE OF TREASURER OR CANDIDATE	DATE
---	------

THE ILLINOIS STATE BOARD OF ELECTIONS IS REQUESTING DISCLOSURE OF INFORMATION THAT IS NECESSARY IF YOU QUALIFY AS A POLITICAL COMMITTEE AS OUTLINED UNDER PUBLIC ACT 78-1183. DISCLOSURE OF THIS INFORMATION IS REQUIRED. FAILURE TO PROVIDE ANY INFORMATION COULD RESULT IN A FINE UP TO \$1,000.00. THIS FORM IS IN COMPLIANCE WITH THE FORMS MANAGEMENT PROGRAM ACT

STATE POLITICAL COMMITTEE RETURN TO:
STATE BOARD OF ELECTIONS
1020 SOUTH SPRING STREET
PO BOX 4187
SPRINGFIELD, ILLINOIS 62708

LOCAL POLITICAL COMMITTEES AND
STATE AND LOCAL POLITICAL
COMMITTEES RETURN ORIGINAL TO:
STATE BOARD OF ELECTIONS
AND A COPY TO EACH
APPROPRIATE COUNTY CLERK.

REVISED JULY 1, 1993

**FORM****D-2**REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES
(CHECK APPROPRIATE BOXES) (PLEASE TYPE OR PRINT IN BLACK INK)

<input type="checkbox"/>	Pre-Election Report - Election Date: _____
<input checked="" type="checkbox"/>	Semi-Annual Report _____
<input type="checkbox"/>	Non-Participation - Election Date: _____
<input type="checkbox"/>	Final Report _____
<input type="checkbox"/>	Amendment of Report Indicated Above _____

FOR OFFICE USE ONLY

Full name and complete mailing address of Political Committee:

Carl Candidate for Senate
1 Wish Street
Yountown, Illinois 67890

POLITICAL COMMITTEE
IDENTIFICATION NO.

☐ CHECK IF ADDRESS CHANGE

REPORTING PERIOD <u>09/01/02</u> <u>12/31/02</u> FROM THRU	CASH AVAILABLE AT THE BEGINNING OF THE REPORTING PERIOD: \$ 200.00	STATE POLITICAL COMMITTEES RETURN TO: STATE BOARD OF ELECTIONS P.O. BOX 4187 SPRINGFIELD, IL. 62708	LOCAL POLITICAL COMMITTEES AND STATE AND LOCAL POLITICAL COMMITTEES RETURN ORIGINAL TO: STATE BOARD OF ELECTIONS AND A COPY TO EACH APPROPRIATE COUNTY CLERK.
SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.			

COMPLETE 1-7 FOR PRE-ELECTION REPORTS.

**COMPLETE ALL SECTIONS FOR
SEMI-ANNUAL AND FINAL REPORTS.**

SECTION A – RECEIPTS

1. Individual Contributions:

a. Itemized (from Schedule A) \$ 1,555.00 (1a)
b. Not-Itemized..... \$ 10,450.00 (1b)

2. Transfers In:

a. Itemized (from Schedule A) \$ 1,500.00 (2a)
b. Not-Itemized..... \$ 1,150.00 (2b)

3. Loans Received:

a. Itemized (from Schedule A) \$ 7,000.00 (3a)
b. Not-Itemized..... \$ (3b)

4. Other Receipts:

a. Itemized (from Schedule A) \$ 925.00 (4a)
b. Not-Itemized..... \$ 339.00 (4b)
TOTAL RECEIPTS (1-4) \$ 22,919.00

5. In-Kind Contributions:

a. Itemized (from Schedule I) \$ 1,625.00 (5a)
b. Not-Itemized \$ (5b)
TOTAL IN-KIND \$ 1,625.00

SECTION B – EXPENDITURES

6. Transfers Out:

a. Itemized (from Schedule B) \$ 400.00 (6a)
b. Not-Itemized \$ (6b)

7. Loans made:

a. Itemized (from Schedule B) \$ 4,000.00 (7a)
b. Not-Itemized \$ (7b)

8. Expenditures:

Itemized (from Schedule B) \$ 14,228.00 (8a)
Not-Itemized \$ 3,141.00 (8b)
TOTAL EXPENDITURES (6-8) \$ 21,769.00

SECTION C – DEBTS AND OBLIGATIONS

(Include previously reported unpaid debts)

9. a. Itemized (from Schedule C) \$ 1,650.00 (9a)
b. Not-Itemized \$ (9b)
TOTAL DEBTS & OBLIGATIONS \$ 1,650.00

SECTION D - CASH BALANCE

Funds available at the beginning

of the reporting period: \$ 200.00 (A)

Total Receipts (Section A) \$ 22,919.00 (B)

Subtotal \$ 23,119.00 (C)

Total Expenditures (Section B) \$ 21,769.00 (D)

Funds available at the close of

the reporting period: \$ 1,350.00 (E)

INVESTMENT TOTAL \$ 7,025.00 (F)

VERIFICATION

I DECLARE THAT THIS REPORT OF CAMPAIGN CONTRIBUTIONS OR THIS SEMI-ANNUAL REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES (INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS) HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE REPORT AS REQUIRED BY ARTICLE 9 OF THE ELECTION CODE. I UNDERSTAND THAT WILLFULLY FILING A FALSE OR INCOMPLETE REPORT IS A BUSINESS OFFENSE SUBJECT TO A FINE OF UP TO \$5000.

SIGNATURE OF TREASURER OR CANDIDATE

Jane Smith

DATE January 15, 2003

NAME OF POLITICAL COMMITTEE:

Carl Candidate for Senate

REPORTING PERIOD

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE
ONLY**SCHEDULE A**

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:

PART 1- INDIVIDUAL CONTRIBUTIONS
INCLUDING TICKETS AND RAFFLE SALESPART 3- LOANS RECEIVED
INCLUDING ENDORSERPART 2- TRANSFERS IN
POLITICAL COMMITTEE CONTRIBUTIONS
INCLUDING TICKET AND RAFFLE SALESPART 4- OTHER RECEIPTSPOLITICAL COMMITTEE
IDENTIFICATION NO.**SEE PAMPHLET " A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.**

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
James Smith 100 West 45 th Chicago, Illinois 60606	10/01/02	\$525.00	\$525.00
		EMPLOYER: Smith, Brown & Car, LLP	OCCUPATION: Partner, Attorney
Sally Jones 214 Wayne Berwyn, Illinois 61005	11/03/02	\$140.00	
		EMPLOYER:	OCCUPATION:
Sally Jones 214 Wayne Berwyn, Illinois 61005	12/06/02	\$140.00	\$280.00
		EMPLOYER:	OCCUPATION:
ATCO Corp 1 North Canal Wilmette, Illinois 60699	10/17/02	\$500.00	
		EMPLOYER:	OCCUPATION:
ATCO Corp 1 North Canal Wilmette, Illinois 60699	11/02/02	\$250.00	\$750.00
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ 1,555.00

(LAST PAGE OF THIS PART ONLY)

SEE INSTRUCTIONS ON REVERSE SIDE

PAGE 1

NAME OF POLITICAL COMMITTEE:

REPORTING PERIOD

Carl Candidate for Senate

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE
ONLY**SCHEDULE A**

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:

☐ PART 1- INDIVIDUAL CONTRIBUTIONS
INCLUDING TICKETS AND RAFFLE SALES☐ PART 3- LOANS RECEIVED
INCLUDING ENDORSER☒ PART 2- TRANSFERS IN
POLITICAL COMMITTEE CONTRIBUTIONS
INCLUDING TICKET AND RAFFLE SALES☐ PART 4- OTHER RECEIPTSPOLITICAL COMMITTEE
IDENTIFICATION NO.**SEE PAMPHLET " A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.**

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
Citizens for Jones 109North Hall Dixon, Illinois 61209	10/02/02	\$500.00	\$500.00
		EMPLOYER:	OCCUPATION:
Sports PAC 23 West Route 4 Calumet, Illinois	11/03/02	\$1000.00	\$1000.00
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ 1,500.00

(LAST PAGE OF THIS PART ONLY)

SEE INSTRUCTIONS ON REVERSE SIDE

PAGE 1

NAME OF POLITICAL COMMITTEE:

Carl Candidate for Senate

REPORTING PERIOD

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE
ONLY**SCHEDULE A**

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:

☐ PART 1- INDIVIDUAL CONTRIBUTIONS
INCLUDING TICKETS AND RAFFLE SALES☒ PART 3- LOANS RECEIVED
INCLUDING ENDORSER☐ PART 2- TRANSFERS IN
POLITICAL COMMITTEE CONTRIBUTIONS
INCLUDING TICKET AND RAFFLE SALES☐ PART 4- OTHER RECEIPTSPOLITICAL COMMITTEE
IDENTIFICATION NO.**SEE PAMPHLET " A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.**

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
John Wind 100 Wood Avenue Cicero, Illinois 60075	10/19/02	\$2,000.00	\$2,000.00
		EMPLOYER: General Steel Mill, Inc.	OCCUPATION: General Superintendent
Mark Collins 165 Chestnut Street Chicago, Illinois 60611	11/03/02	\$5,000.00	\$5,000.00
		EMPLOYER: Middlebury Corp.	OCCUPATION: Chief Financial Officer
c/o 1 st Chicago Bank 200 South Burbank Chicago, Illinois 60023			
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ 7,000.00
(LAST PAGE OF THIS PART ONLY)

SEE INSTRUCTIONS ON REVERSE SIDE

PAGE 1

NAME OF POLITICAL COMMITTEE:

Carl Candidate for Senate

REPORTING PERIOD

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE
ONLY**SCHEDULE A**

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:

☐ PART 1- INDIVIDUAL CONTRIBUTIONS
INCLUDING TICKETS AND RAFFLE SALES☐ PART 3- LOANS RECEIVED
INCLUDING ENDORSER☐ PART 2- TRANSFERS IN
POLITICAL COMMITTEE CONTRIBUTIONS
INCLUDING TICKET AND RAFFLE SALES☒ PART 4- OTHER RECEIPTSPOLITICAL COMMITTEE
IDENTIFICATION NO.**SEE PAMPHLET " A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.**

ITEMIZED RECEIPTS FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
AT&T 1 West Randolph Chicago, Illinois 60601	10/08/02	\$225.00	\$225.00
		EMPLOYER:	OCCUPATION:
Ital Real Estate 1340 North Holland Joliet, Illinois 61466	11/02/02	\$500.00	\$500.00
		EMPLOYER:	OCCUPATION:
Chase Federal 200 South 3 rd Street New York, New York 00101	09/20/02	\$100.00	
		EMPLOYER:	OCCUPATION:
Chase Federal 200 South 3 rd Street New York, New York 00101	10/20/02	\$100.00	\$200.00
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:
		EMPLOYER:	OCCUPATION:

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ **925.00**
(LAST PAGE OF THIS PART ONLY)

SEE INSTRUCTIONS ON REVERSE SIDE

PAGE 1

NAME OF POLITICAL COMMITTEE:

REPORTING PERIOD

Carl Candidate for Senate

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE ONLY

SCHEDULE I

IN-KIND CONTRIBUTIONS

POLITICAL COMMITTEE
IDENTIFICATION NO.

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE RECEIVED	AMOUNT OF EACH RECEIPT	AGGREGATE AMOUNT FOR THIS REPORTING PERIOD
CONTRIBUTOR Tony Jones 45 Trailridge Road Springfield, Illinois 6270	11/13/02	\$550.00	\$550.00
		EMPLOYER: U-Save Auto Sales	OCCUPATION Sales Manager
VENDOR PAID (if applicable) ABC Printing 45 Adams Street Springfield, Illinois 62796	DESCRIPTION Printing		
CONTRIBUTOR RTB Lumber 210 South Argyle Chicago, Illinois 60603	10/01/02	\$450.00	\$450.00
		EMPLOYER:	OCCUPATION
VENDOR PAID (if applicable)	DESCRIPTION Lumber		
CONTRIBUTOR Mary Sanders 102 South Lowe Joliet, Illinois 60607	12/13/02	\$325.00	\$325.00
		EMPLOYER:	OCCUPATION
VENDOR PAID (if applicable)	DESCRIPTION Four (4) Metal Desks Two (2) File Cabinets One (1) Corona Typewriter		
CONTRIBUTOR JD Realtors 21 North 37 th Chicago, Illinois 60603	09/01/02	\$300.00	\$300.00
		EMPLOYER:	OCCUPATION
VENDOR PAID (if applicable)	DESCRIPTION Office Space		

TOTAL THIS PERIOD \$ 1,625.00
(LAST PAGE OF THIS PART ONLY)

SEE INSTRUCTIONS ON REVERSE SIDE

PAGE 1

NAME OF POLITICAL COMMITTEE:

REPORTING PERIOD

Carl Candidate for Senate

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE ONLY

SCHEDULE B

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:

- ☒ PART 6- TRANSFERS OUT
EXPENDITURES TO POLITICAL
COMMITTEES C INCLUDING TICKET &
RAFFLE PURCHASES
- ☐ PART 7- LOANS MADE
- ☐ PART 8- EXPENDITURES

POLITICAL COMMITTEE
IDENTIFICATION NO.**SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.**

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
Citz for Change 100 West Lille Chicago, Illinois 60578	10/01/02	Donation	Citz for Change	\$200.00	\$200.00
Citz for Jones 100 North Webster Springfield Illinois 62701	10/06/02 11/12/02	Donation Donation	Citz for Jones Citz for Jones	\$100.00 \$100.00	\$200.00

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ 400.00
(LAST PAGE OF THIS PART ONLY)PAGE 1

SEE INSTRUCTIONS ON REVERSE SIDE

NAME OF POLITICAL COMMITTEE:

REPORTING PERIOD

Carl Candidate for Senate

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE ONLY

SCHEDULE B

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:



PART 6- TRANSFERS OUT
EXPENDITURES TO POLITICAL
COMMITTEES C INCLUDING TICKET &
RAFFLE PURCHASES



PART 7- LOANS MADE



PART 8- EXPENDITURES

POLITICAL COMMITTEE
IDENTIFICATION NO.

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
Citz for James 23 South Lowe Noel, Illinois 63459	10/06/02	Loan	Citz for James	\$500.00	\$500.00
Howard Simpson Co. 231 South 87 th Gary, Illinois 65390	11/18/02	Loan	Howard Simpson	\$1000.00	
	12/20/02	Loan	Howard Simpson	\$2500.00	\$3500.00

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ 4000.00

(LAST PAGE OF THIS PART ONLY)

PAGE 1

SEE INSTRUCTIONS ON REVERSE SIDE

NAME OF POLITICAL COMMITTEE:

REPORTING PERIOD

Carl Candidate for Senate

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE ONLY

SCHEDULE B

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:

☐ PART 6- TRANSFERS OUT
EXPENDITURES TO POLITICAL
COMMITTEES C INCLUDING TICKET &
RAFFLE PURCHASES

☐ PART 7- LOANS MADE

☒ PART 8- EXPENDITURES

POLITICAL COMMITTEE
IDENTIFICATION NO.

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD
Ace Hardware 300 Roper Chicago, Illinois 60133	10/02/02 10/07/02 10/06/02	Staples Glue Lumber	Committee Committee Committee	\$45.00 \$8.00 \$200.00	\$253.00
Tom Noonan 2 Ocean Drive Gary, Indiana 13233	10/03/02 11/05/02 12/05/02	Salary Salary Salary	Committee Committee Committee	\$400.00 \$400.00 \$400.00	\$1200.00
1 st Chicago Bank 200 South Burbank Chicago, Illinois 60023	10/30/02	Loan Repayment	Committee	\$5000.00	\$5000.00
Sir Speedy Printing 100 West Clark Chicago, Illinois 65390	10/08/02 10/09/02 11/05/02	Printing Printing Printing	Citz for Jones Ald. Ken Perry People for Pike	\$250.00 \$200.00 \$250.00	\$700.00
John Wind 100 Wood Avenue Cicero, Illinois 65390	11/19/02	Partial Repayment of Loan	Committee	\$1000.00	\$1000.00
1 st State Bank of Benld 205 Main Street Benld, Illinois 62055	09/01/02	Certificate of Deposit (Investment)	Committee	\$1000.00	\$1000.00
Dean Witter Reynolds, Inc 400 Main Street Chicago, Illinois 60154	10/15/02	100 shares GTE stock at \$50.75/share	Committee	\$5075.00	\$5075.00

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ 14228.00
(LAST PAGE OF THIS PART ONLY)

PAGE 1

NAME OF POLITICAL COMMITTEE:

REPORTING PERIOD

Carl Candidate for Senate

09/01/02

12/31/02

FROM

THRU

FOR OFFICE USE ONLY

SCHEDULE C**DEBTS AND OBLIGATIONS**POLITICAL COMMITTEE
IDENTIFICATION NO.**SEE PAMPHLET " A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.**

FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE INCURRED	ORIGINAL AMOUNT	CUMULATIVE PAYMENT TO DATE ON DEBT	OUTSTANDING BALANCE AT THE CLOSE OF THIS PERIOD
John Wind 100 Wind Avenue Cicero, Illinois 60075	10/19/02	\$2000.00	\$1000.00	\$1000.00
ABC Printing 658 Norwood Chicago, Illinois 65390	12/04/02	\$650.00	\$0.00	\$650.00

TOTAL THIS PERIOD \$ 1650.00

(LAST PAGE OF THIS PART ONLY)

SEE INSTRUCTIONS ON REVERSE SIDE

PAGE 1

NAME OF POLITICAL COMMITTEE:

Carl Candidate for Senate

REPORTING PERIOD

09/01/02 12/31/02
FROM THRU

FOR OFFICE USE ONLY

POLITICAL COMMITTEE IDENTIFICATION NO.

INVESTMENT SCHEDULE
ACQUISITION/LIQUIDATION OF INVESTMENTS

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

DESCRIPTION OF INVESTMENTS AND DATE OF PURCHASE	NUMBER OF SHARES AND/OR PURCHASE PRICE AT ACQUISITION	VALUE AT END OF REPORTING PERIOD	DATE AND VALUE UPON LIQUIDATION
09/01/02 – Certificate of Deposit 1 st State Bank of Benld 205 Main Street Benld, Illinois 62055	\$1000.00	\$1000.00	
10/15/02 GTE Stock Dean Witter Reynolds, Inc.	100 shares at \$50.75/share \$5075.00	\$6025.00	

TOTAL \$ 7025.00
(LAST PAGE OF THIS PART ONLY)

*If more space is required, please attach additional sheets

SCHEDULE A-1
REPORT OF CAMPAIGN CONTRIBUTIONS
OF
MORE THAN \$500

FOR OFFICE USE ONLY

Full name and complete mailing address of Political Committee:

Carl Candidate for Senate
1 Wish Street
Yourtown, Illinois 67890

POLITICAL COMMITTEE
IDENTIFICATION NO.

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

This form must be on file within **TWO** business days of receipt of a contribution in an aggregate of more than \$500 received in the thirty day period preceding any election (**up through and including the day before any election**) by either:

1. **HAND DELIVERY** – to a state board of elections office (see bottom of form for addresses),
2. **FACSIMILE** - TO (217) 557-5630 or (217) 782-5959. Please retain a confirmation transmission for your records, or
3. **ELECTRONIC TRANSMISSION**

Postal service or other mail services may be used. **CAUTION:** such services do not guarantee that the A-1 form will be received by our office prior to the deadline. **A POSTMARK IS NOT USED TO DETERMINE WHETHER AN A-1 FORM HAS BEEN TIMELY FILED.**

This form must be on file with the State Board of Elections within two business days of receipt of a contribution of more than \$500 or penalties will be levied for late filings. Report may be hand delivered or faxed to (217) 557-5630 or (217) 782-5959.

THESE CONTRIBUTIONS MUST ALSO BE REPORTED ON THE NEXT REGULAR SEMI-ANNUAL REPORT FORM D-2 SCHEDULE A

RECEIVED FROM: FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE	AMOUNT
ATCO Corp 1 North Canal Wilmette, Illinois 60699	10/21/02	\$500.00
		\$
		\$
		\$
		\$

Jane Smith

October 22, 2002

SIGNATURE OF TREASURER OF CANDIDATE

DATE

THE ILLINOIS STATE BOARD OF ELECTIONS IS REQUESTING DISCLOSURE OF INFORMATION THAT IS NECESSARY IF YOU QUALIFY AS A POLITICAL COMMITTEE AS OUTLINED UNDER PUBLIC ACT 78-1183. DISCLOSURE OF THIS INFORMATION IS REQUIRED. FAILURE TO PROVIDE ANY INFORMATION COULD RESULT IN A FINE UP TO \$5,000. THIS FORM IS IN COMPLIANCE WITH THE FORMS MANAGEMENT PROGRAM ACT

STATE POLITICAL COMMITTEES RETURN TO:

STATE BOARD OF ELECTIONS OR STATE BOARD OF ELECTIONS

1020 SOUTH SPRING STREET
PO BOX 4187
SPRINGFIELD, IL. 62708
(217) 782-5959 FAX

JAMES R. THOMPSON CENTER
100 WEST RANDOLF, SUITE 14-100
CHICAGO, IL. 60601

**LOCAL POLITICAL COMMITTEES AND STATE
AND LOCAL POLITICAL COMMITTEES SHALL**

**FILE WITH THE STATE BOARD OF ELECTIONS
AND EACH APPROPRIATE COUNTY CLERK.**

NAME OF POLITICAL COMMITTEE:

Carl Candidate for Senate

REPORTING PERIOD
09/01/0212/31/02
FROMTHRU

FOR OFFICE USE ONLY

POLITICAL COMMITTEE
IDENTIFICATION NO.

ASSET SCHEDULE
ACQUISITION/LIQUIDATION OF ASSETS

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

DESCRIPTION OF ASSETS	DATE ACQUIRED	DISPOSITION OF ASSETS FULL NAME & MAILING ADDRESS	DONATED OR SOLD	VALUE (IF SOLD)
Corona Typewriter	12/13/02	Salvation Army 400 Little Creek Chicago, Illinois 60602	Donated	\$0.00

****THIS FORM IS TO BE USED FOR FINAL REPORTS ONLY****

TOTAL \$ 0
(LAST PAGE OF THIS PART ONLY)

*If more space is required, please attach additional sheets

IN-KIND CONTRIBUTION NOTIFICATION

SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.

The contributor shall notify the committee of donated goods or services of more than \$50 within five (5) business days.

Do not send this form to the State Board of Elections or the County Clerk.

Full Name, Mailing Address, and Zip Code

If the In-Kind was donated by an Individual, and its value exceeded \$500, occupation & employer must be provided.

To: Carl Candidate for Senate

1 Wish Street

Yourtown, IL 67890

From: Tony Jones

45 Trailridge Road

Springfield, IL 62704

U-Save Auto Sales – Sales Mgr.

Occupation & Employer (if applicable)

In-Kind Contribution

Full Name, Mailing Address and Zip Code of Vendor (if applicable)	Date	Value
	11/13/02	\$550
ABC Printing 45 Adams Street Springfield, IL 62796	Description Printing	

The political committee must report these donations on a Form D-2, Report of Campaign Contributions and Expenditures, Part 5.

Tony Jones

Signature of Contributor



LICENSE APPLICATION TO CONDUCT A RAFFLE

Please type or print in black ink

1. Name & address of political committee:

Carl Candidate for Senate
1 Wish Street
Yourtown, Illinois 67890

2. Name & address of officers:

Chairman:

Jane Doe
478 West Second Street
Yourtown, Illinois 67890

Phone: 618 / 829-8861

E-Mail: janedoe1234@aol.com

Treasurer:

Jane Smith
1 Wish Street
Yourtown, IL 67890

Phone: 618 / 628-6293

E-Mail: smithj@yahoo.com

**3. Name & address of individual(s) responsible for the
conduct of the raffle:**

Joe Steward
400 Delaware Avenue
Yourtown, IL 67890

4. First & last dates for sale of raffle chances:

7/4/05

**5. Location(s) at which raffle chances will be sold or
issued:**

4th of July Picnic
Central Community Park
Yourtown, IL 67890

6. Number of separate raffles to be held: 1

7. Date(s) of determination of winning chance(s):

7/4/05

**8. Location(s) at which winning chance(s) will be
determined:**

4th of July Picnic
Central Community Park
Yourtown, IL 67890

9. Briefly describe the prize(s):

50/50

The undersigned hereby swear and affirm that Carl Candidate for Senate is organized as a political committee in Illinois as required by 10 ILCS, Section 5/9-1 et. seq., an "Act to Regulate Campaign Financing", and is eligible to receive a raffle license as prescribed by law and further, that the above stated facts are true. We acknowledge the receipt of copies of 230 ILCS 15/8.1 and of 26 ILL. Adm. Code, Sec. 210.10 and agree to comply with all provisions included therein, including timely filing of a Raffle Report. We understand that failure to abide by the Act shall void any license granted to this committee.

Jane Smith
Signature of Chairman OR Treasurer

Subscribed and sworn to me this

1st day of July, 20 05

Jack A. Notary

Notary Public

FOR OFFICE USE ONLY

Identification Number: _____

Approval Date: _____

Signature



RAFFLE REPORT

FOR OFFICE USE ONLY

Full name and complete mailing address of Political Committee:

Carl Candidate for Senate
1 Wish Street
Yourtown, IL 67890

POLITICAL COMMITTEE

☐ CHECK IF ADDRESS CHANGE

IDENTIFICATION NO.

Date of Raffle Drawing: 7/4/05

Describe Raffle: 50/50 drawing

Check here if this is an amended Raffle Report: ☐

All committees Return This Form To:

State Board of Elections
1020 S Spring St
Springfield, IL 62704-2924

SEE PAMPHLET "RULES FOR RAFFLES" FOR GUIDANCE.

Gross Receipts \$217.50 (1)

minus Expenses \$35.52 (2)

equals Net Proceeds \$181.98 (3)

**See instructions on the reverse side of this form.
Attach additional sheets if necessary.**

Distribution of Net Proceeds (Cash):

Payee name and address	Date	Purpose	Amount
Thomas Anderson 53 Main St, Yourtown IL 67890	7/4/05	Raffle winner	\$108.75
Carl Candidate for Senate 1 Wish St, Yourtown, IL 67890	7/4/05	Funds retained by committee	\$73.23

Net Proceeds Total \$181.98

Distribution of Net Proceeds (Non-Cash):

Winner name and address	Date	Item

VERIFICATION

I DECLARE THAT THIS RAFFLE REPORT HAS BEEN EXAMINED BY ME AND, TO THE BEST OF MY KNOWLEDGE, IS A TRUE, CORRECT AND COMPLETE REPORT AS REQUIRED BY 230 ILCS 15/8.1 OF THE RAFFLES ACT. VIOLATION OF ANY PROVISION OF THIS SECTION IS A CLASS C MISDEMEANOR.

Jane Smith

SIGNATURE OF TREASURER OR CHAIRMAN

1/15/06

DATE

STATE BOARD OF ELECTIONS
State of Illinois

1020 South Spring
P.O. Box 4187
Springfield, Illinois 62708
Telephone: (217) 782-4141
(TDD): (217) 782-1518
Facsimile: (217) 782-5959

James R. Thompson Center
100 West Randolph, Suite 14-100
Chicago, Illinois 60601
Telephone: (312) 814-6440
(TDD): (312) 814-6431
Facsimile: (312) 814-6485

State Board of Elections Web Site
www.elections.il.gov

Printed by authority of the State of Illinois
Revised November 2005